



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/02-043KRH

OPENING DATE : 12/16/02

CLOSING DATE : 01/06/03

POSITION : Supervisory Intelligence Research Specialist

SERIES AND GRADE : GS-132-15

NUMBER OF VACANCIES : One

SALARY RANGE : \$92,060.00 - \$119,682.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Investigative Support (OIV)

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : Present and former Federal employees with competitive status within the Washington DC commuting area.

SUMMARY OF DUTIES: This position is located in the Office of Investigative Support (OIV), Pro-Active Section (PAS), Financial Crimes Enforcement Network (FinCEN). PAS conducts complex research and analysis in support of money laundering and other financial crimes. PAS develops targets for investigation through comprehensive research and analysis; leads by geographic area, groups, or individuals; and analytical reports and other materials to aid organizations in carrying out investigations. PAS trains officials of other agencies in data mining and related technology and provides those agencies access to FinCEN databases. PAS also provides data enhancements to implement new technology and enhance the search and relationship capacity of the systems. Incumbent serves as Chief, PAS and directs a staff of Intelligence Research Specialists in conducting program activities. Collaborates with the Assistant Director and Deputy Assistant Director of OIV in the identification of short and long-range objectives, strategies, priorities, policy issues, resource allocation, and the PAS organizational structure. Develops procedures and guidelines for carrying out the work, determines the work structure, defines assignments, sets and adjusts priorities, and delegates responsibility. Directs and personally conducts research in technology for enhanced capacity to conduct database research and analysis. Provides administrative and technical leadership to a staff of Intelligence Research Specialists at grades GS-14 and below. Interviews and recommends applicants for appointment; assigns work; provides developmental opportunities; evaluates performance; recommends reassignments, promotions, within-grade-increases and awards; approves leave, travel, and overtime requests. Participates fully in the resolution of difficult issues concerning employee performance, conduct, complaints, and grievances. Develops key relationships with senior officials of agencies with whom FinCEN has partnering or collaborative relationships to assure that interactions are effective and efficient.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Other: Applicants must have demonstrated in their work experience or training that they possess, or have the potential to develop, the quality of successful supervision.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Comprehensive knowledge of and involvement in national and international money laundering issues in general and, specifically, as related to the prevention and detection of money laundering in support of subversive activities. (Applicants must address their skills, knowledge, and experience related to the detection and prevention of money laundering activities.)

2. Knowledge and skills in the conduct of analytical and evaluative methods; coordination, review and integration of research conducted via databases and other research sources; threat assessment techniques; and pinpointing targets for further investigation in terms of geographic areas, groups, or individuals. (Applicants must indicate their roles in guiding research, analysis and evaluation efforts related to complex money laundering issues, including involvement in pro-active approaches to developing targets for investigation.)

3. Experience in the supervision of complex intelligence research activities. (Applicants must specify the nature and extent of experience in supervising intelligence research activities.)

4. Skills and abilities in developing written materials, including vulnerability assessments, analytical guides, standards, policies, investigative analyses, training materials, planning documents, procedures, reports and general correspondence. (Applicants must address their experience in developing these types of written products, particularly as relates to money laundering activities.)

5. Ability to develop and administer a training program for researchers of other agencies to utilize FinCEN databases on-site. (Applicants must address their experience in developing and administering training programs.)

6. Ability to effectively promote Equal Employment Opportunity Programs. (Applicants must address their experience with promoting Equal Employment Opportunity Programs.)

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Supervisory/Managerial Probationary Period. Selectee may be required to serve a one-year probationary period upon appointment to this position. Completion of an appropriate supervisory training course during the probationary period is required.

Tax Record Check. Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check.

Statement of Employment and Financial Interests is Required.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

Financial Crimes Enforcement Network (FinCEN) employees MUST include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.

All other applicants MUST submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and provide a copy of their most recent SF-50, Notification of Personnel Action.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/02-043KRH
P.O. Box 39
Vienna, VA 22183-0039**

For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.

For additional information, please call Stacey Stevens: (703) 905-3849. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will

become part of the vacancy announcement case file and will not be returned to the applicant.
Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.